

## SUPPLEMENTAL JOB DESCRIPTION

Classification: UTILITY ANALYST III

Function Code: 9651-081

Position Title: Utility Analyst

Date Established: 8/15/88

Position Number: 18221

Date of Last Amendment: 1-9-2004

**SCOPE OF WORK:** To perform highly responsible professional work in researching, investigating and developing recommendations for proper utility policies, rates, economics and strategic planning, and participation in hearings related thereto: does related work as required.

### ACCOUNTABILITIES:

1. Examines and evaluates testimony and exhibits submitted by regulated companies applying for rate changes using information from audits, written information requests, company testimony in other cases, prior Commission orders, statutes, publications, and other sources: conducts studies to recommend policy positions on economic or accounting matters.
2. Formulates arguments in support of, and calculates adjustments to, the revenue requirements in the company's filing: forecasts data for future test years: advises other agency analysts, attorneys and witnesses about data in company exhibits and formulation of adjustments.
3. Summarizes agency proposed revenue requirements, including effect of proposed adjustments; prepares testimony and exhibits; defends testimony and exhibits under oath during direct testimony and cross-examination.
4. Prepares cross-examination questions for company and intervenor accounting witness; advises counsel during conduct of cross-examination; reviews and revises legal briefs and motions for logic, accuracy and consistency with data submitted and furnishes comments to the legal counsel.
5. Conducts studies to develop, examine and evaluate proposals by others for economic, accounting and operational changes affecting regulated utility revenue requirements; recommends adoption, rejection or alternative actions.
6. Maintains continuous and important contact with officials of public utility companies or their representatives, consumers, state and federal officials and special interest groups in the research of information on which utility policy, rates and strategic planning are based.

MINIMUM QUALIFICATIONS:

SEE CLASS SPECIFICATION FOR APPROPRIATE MINIMUM QUALIFICATIONS

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:**

The above is an accurate reflection of the duties of my position.

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Employee's Name and Signature

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Date Reviewed

Supervisor's Name & Title: Meredith A. Hatfield, Consumer Advocate

The above job description accurately measures this employee's job duties.

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Supervisor's Signature

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Date Reviewed

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Division of Personnel

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Date Approved